



Attending:

Doug Roseaman (Chair), Nick Westbrook, Ian Webb and Dawn Wilson.

1. Apologies - None

2. Minutes of the last meeting (Dec 1st 2016)– were approved and signed as a true record by DR. Proposed NW, seconded IW.

3. Actions of the last meeting:

- a) **Action** – DR to contact Westbury BA13 (Carole King) and Melksham MCAP (Colin Goodhind) to discuss contributions to this year's insurance costs and next year's Insurance costs. - DONE
- b) **Action** – DW to contact CHAP Health group (Pam Sharett), TCAP Tidworth (Tony Pickernell) and BOACAN (Jim Lynch) to find out if they will need insurance for 2017 and if so how they can contribute towards the costs. Also to confirm that CCAN Corsham (Kevin Gaskin) no longer requires insurance. - DONE
- c) **Action** – CAPs to be made aware of the situation regarding insurance decisions for 2018 to give plenty of lead in time. - DONE
- d) **Action** – DW to arrange a Forum Meeting for the New Year. Possibly a round up following the JSA events and catch up.- ABANDONED

4. Matters Arising

- a) Insurance: Wfcap now servicing six caps and Wfcap. **ACTION**- DW to email caps that paid a little too much that this will be retained as a contribution towards next year's policies.
- b) Wootton Bassett chamber of commerce is very progressive and has some good ideas.
- c) **ACTION** -Nick and Ian to log in to coop bank to maintain access.
- d) Charity return 2016-17 is missing figures from last year's accounts. **ACTION** -DW to complete accounts from audited and posted accounts and circulate for agreement before posting on the Charity Commission website.

5. Finances

Current Balance at bank £2401.47 as at June 29th 2017.

Wfcap started last year with £4452 as a balance at the bank. We received contributions towards insurance from 6 caps. It was suggested that we investigate sponsorship of the insurance costs. To do that we need to define what we and the caps offer.

A review of current finance and funds raised a query on the projected balance. **ACTION**- Projected income incorrect for next year DW to fix it.

ACTION- DW to make the recommended changes to 2016-17 accounts and clarify this year's accounts to circulate to trustees by email before completing the charity return.

ACTION- DW to take £50 towards admin costs. Proposed IW seconded NW



6. Wfcap – the future

- a) A useful service is brokering insurance for the six caps. The insurance should be handed over to the caps at some point. What else can we offer with no resources?
- b) The value is the networking county wide to share experience and ideas. With a further review of the way the Unitary Council officers operate, having already stepped away from admin roles, the trustees feel there is still a role for the Wfcap network in sharing information and being a collective voice when evidence can be presented.

7. AOB

- a) Highworth is still very active. Still working on tourism, loneliness and Safe places resources. Since Tim Mason left the project little has happened but Safe Places is being promoted as part of the Dementia Action Alliance work by Wiltshire Council Officers. IW noted that a Unitary Council officer has responsibility for this project. **ACTION-** IW will forward contact details to DW.
- b) Stratton TC is a good example of a progressive TC and will take up Safe Places. Wiltshire and Swindon have grants for up to 66% for SME's up to £15k. Twelve hrs free training with Oxford innovations Business Services is also available.
- c) DW mentioned The Great West Way for a tourism project for Highworth to look at which is a Visit Wilts and England project.
- d) The review of the role of the CEM will be of interest. Wilts council does seem to be shrinking and withdrawing services that are not strategic.

8. Date of next Trustee Meeting TBC

List of Actions

- a) **ACTION-** DW to email caps that paid a little too much that this will be retained as a contribution towards next year's policies.
- b) **ACTION** -Nick and Ian to log in to coop bank to maintain access.
- c) **ACTION** -DW to complete accounts from audited and posted accounts and circulate for agreement before posting on the Charity Commission website.
- d) **ACTION-** Projected income incorrect for next year DW to fix it.
- e) **ACTION-** DW to make the recommended changes to 2016-17 accounts and clarify this year's accounts to circulate to trustees by email before completing the charity return.
- f) **ACTION-** DW to take £50 towards admin costs.
- g) **ACTION-** IW will forward contact details for Safe Places to DW.

Signed _____ Date _____